

St. Mary's County Sheriff's Office

Reporting Agency

Department of General  
Services

Records Management Division  
7275 Waterloo Road (Rte. 175)  
P.O. Box 275  
Jessup, Maryland 20794-0275

51469-2271

Prepare in duplicate

Records Section

Division or Unit

Retain one (1) copy and forward  
original to address at left.

## CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Offense Reports suspended / closed	C-1034	16- 41	2001	45	May 2012	Shredded
	Juvenile Reports	C-1034	16- 41	2001	3	May 2012	Shredded
	Accident Reports	C-1034	45	2005-2006	4	May 2012	Shredded
	Bull Reports	C-1034	47	2005-2006	5	May 2012	Shredded
	Traffic Citations	C-1034	46	2006-2008	3	May 2012	Shredded

I hereby certify that the records listed above were disposed of as indicated.

Deborah M. Zylak  
Signature

Records Supervisor  
Title

5-31-12  
Date